

Getting to know Human Services Resources

The purpose of this assignment is to provide trainees with a clear, working knowledge of the programs within DHS and or local private agencies. Your assignment is to interview* a representative of each program to gather information about that program. The questions listed on the next pages are meant to be a guide and not an exhaustive list. Interviews can be brief (15 minutes) in consideration of the time demands on all staff within the Department/Agency. Be sure to ask each person if there are any pamphlets/handouts or online resources they can share about their program.

The information you gather will be a resource guide for the services offered through the Department of Human Services and local private agencies, and will provide an opportunity to meet many people in your local office. It will also enhance your understanding of how services fit together.

Please work with your supervisor to identify staff to interview

Program	Name of person to interview
Adoption (DHS/Private Agency)	
DHS Purchase of Service	
Child Protective Services	
Eligibility Specialist	
Foster/Adoptive Home Licensing	
FTM Facilitator	

***Attach additional pages if necessary.**

Adoption

(If DHS, interview Private Agency. If Private Agency, interview DHS.)

Provide a brief description of the adoption services program.

How does adoption service interface with FC?

How does information get transferred/exchanged?

How can I work most effectively with you?

What have you learned about CPS and FC from the perspective of the child about to be placed in adoption?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?

DHS Purchase of Service

Provide a brief description of your responsibilities.

When does Adoption become part of your case?

Are there things a private agency/DHS Adoption worker can do to facilitate working together and support the FC to Adoption transition?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?

Child Protective Services Interview

Provide a brief description of CPS.

Does CPS service interface with Adoption?
If so, under what circumstances?

What would you like an Adoption worker to know about CPS?

How can I work most effectively with you if our paths cross?

If a child/youth divulges abuse/neglect to me, what must I do?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?

Eligibility Specialist

Provide a brief description of the services offered within this program.

What programs do you work with?

What is the application/eligibility process?

What are some of the reasons a person doesn't qualify for benefits?

Do you ever work with Adoption workers?

Do you work with Adoptive families?

Are there things an Adoption worker can do to facilitate working together?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?

Foster Home Licensing

Provide a brief description of the services offered within this program.

Who is eligible for foster/adoptive home licensing?

Is it easier to adopt if home is licensed?

What are some of the reasons you reject?

Do you ever work directly with Adoption workers?

Are there things an Adoption worker can do to facilitate working together?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?

FTM Facilitator

Provide a brief description of the services offered within this program.

Who attends FTMs?

Do Adoption workers attend FTMs?
If so, how involved and what's discussed?

Are there things an Adoption worker can do to facilitate working together?

On those days that your job feels particularly fulfilling, what is it that makes you feel good?